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EXCOM 82-7004  
23 February 1982

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MEMORANDUM FOR: Executive Committee Members

FROM:

[redacted]  
Executive Assistant to the Executive Director

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SUBJECT: Minutes of 12 February 1982 Executive Committee Meeting:  
Information Handling [redacted]

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1. The Executive Committee met on 12 February 1982 for a progress report from the Information Handling Systems Architect (IHSA). Mr. McMahon (ExDir) chaired the session; participants included Messrs. Fitzwater (DDA); Gates (DDI); Taylor (ADDS&T); George (ADDO); Briggs (IG); Lipton (Comptroller); and Directorate staff representatives. [redacted]

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2. Mr. McMahon noted that he wanted to reach agreement on the acceptability of the IHSA's proposed goals for planning purposes and on a mechanism for keeping Executive Committee members apprised of major information handling developments. Mr. Briggs emphasized the importance of the latter, given the significant long-range implications and the difficult issues that needed to be tackled. [redacted] (IHSA) then reviewed how the goals had been developed, noting that their overall thrust points toward a fully automated office environment for the future. Members generally concurred with the overall goal of office automation but cautioned that the implications would have to be fully aired during subsequent sessions. [redacted]

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3. In response to Mr. Briggs' comment, Mr. McMahon said that the IHSA should include Community systems in his frame of reference for planning purposes. He should not, however, hold up Agency planning waiting for specifics regarding how the Community systems would link up with the Agency's.

[redacted] then explained the rationale for wanting to provide interoperability among Agency information handling centers initially and eventually between Agency and Community centers. Members expressed concern about the related costs and whether or not subscribing to the goal of "interoperability" would limit their options later. [redacted] estimated the costs to be about [redacted]

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[redacted] and did not think options would be limited. [redacted] (C/IMS) then highlighted the DDO's security concerns in this area. [redacted] (D/ODP) noted the advantages of "commonality" among systems in cases of emergency. Noting that commonality would not always be sufficient, Mr. Gates cited examples of systems that DDO should be able to access. Mr. Briggs suggested that "reasonable interoperability" should provide the flexibility required. [redacted]

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4. [ ] acknowledged that the goals did not deal directly with the impact of automation on organizational structure or personnel. He suggested that prototyping would be necessary to ease the transition. Mr. McMahon said that he was optimistic that the transition would be a smooth one. Placing the estimated costs represented by the goals in perspective, [ ] said they would represent a 15-30 percent increase over current funding, which he considers to be inadequate. [ ]

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5. In response to Mr. McMahon's request for members' overall views on the proposed goals, Mr. Gates said that they were going in the right direction and he was supportive. On behalf of the DDO, [ ] noted "reasonably" in Goal 1.1 (Interoperation of All Major Centers) had to be thoroughly understood. He also expressed reservations about Goal 8.3 (Agency-wide Data Base Administration Capability) which he did not think accurately reflected the views of the working group. [ ] then explained that components would not lose control of their data bases. A stronger system was believed to be necessary, however, to pull them all together. Mr. Taylor said that he generally supported the goals but hoped there would be later opportunities to debate alternatives for pursuing them before they became cemented into a plan. Mr. Lipton concurred with Mr. Taylor, adding that he would like to know more about the "management commitment" required for Goal 2.1 (Office Automation by 1989). Messrs. Briggs and Fitzwater both supported the goals, noting the need for the Committee to spend more time on this issue. [ ] advised that ongoing efforts to develop standardized word processors would ease the transition to automated offices. [ ]

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6. Mr. McMahon concluded that the goals were approved for planning purposes. He then tasked the IHSA with developing an annual review, beginning next year, of information handling in the Agency for the Executive Committee. He asked the DDA to provide any staff support required. The review should take place about January or February and highlight major projects and the overall direction of the Agency's information handling program. Mr. McMahon also requested that the DDA complete coordination and publication of the proposed Headquarters Notice on policies and procedures for managing information handling systems. He then adjourned the meeting. [ ]

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cc: O/DCI  
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EA/EXDIR: [ ] (23 February 1982)

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Jim:

asks that you have someone hand-carry these around as time is getting short.

Thanks,

Pat

Ch TO 12 Feb

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